

3. Sending a Cover Page

This chapter explains how to complete the cover sheet information prior to sending a comment to the FCC. Only some of the fields are required to be completed by the filer. However, comments will be processed more quickly and it will give researchers more options to search/query a specific comment if all the relevant cover page information is completed.

ECFS Comment Upload - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Netsite: <https://gullfoss.fcc.gov/cgi-bin/ws.exe/prod/ecfs/upload.htm> What's Related

Federal Communications Commission

Electronic Comment File Submission

Sending your comment is a 2-step process. The first step is to complete and send the coversheet below. After you send the coversheet you'll need to choose one of the two transmittal methods: sending a file, or sending a short message that you type directly on this page.

Cover Sheet

- 1. Proceeding (required)**
- 2. Mail Correspondence To: (required)** ☒ Name ☐ Law Firm ☐ Attorney
- 3. Name of Applicant/Petitioner (required)**
- 4. Law Firm Name (optional)**
- 5. Attorney Name (optional)**

Document: Done

Start Novell-delivered Appli... CD Player - [00] 00:00 Microsoft Word ECFS Comment U... 1:19 PM

Exhibit 3-1 ECFS File Submission Form 1 of 2

Note: No submissions can be filed against closed proceedings.

Instructions:

1. **Proceeding (DK# RM#) (required)**

Enter the proceeding number in the field labeled **Proceeding** or click on the underlined word **Proceeding** for the list of available Docket Numbers (DK#) or Rule Making Numbers (RM#). If you choose to click on the word "Proceeding," follow the directions provided after doing so.

If you choose to enter the proceeding number in the field, use the following formats as examples:

Docket #: 99-25

Rule Making #: RM-9474

2. Mail Correspondence to: (required) Name, Law Firm, Attorney

Select a correspondence option by clicking on one of the radio buttons to the left of your correspondence selection.

3. Name of Applicant/Petitioner (required)

Enter the name of the filer. This should be an individual/contact person, company, or firm/agency. Comments cannot be submitted without a filer name.

4. Law Firm Name (optional)

Although it is optional to enter a law firm name, it will expedite the processing of your comments and may also aid you and others when searching/querying for comments.

The screenshot shows a Netscape browser window titled "ECFS Comment Upload - Netscape". The address bar displays the URL "https://gulfoss.fcc.gov/cgi-bin/ws.exe/prod/ecfs/upload.htm". The form contains the following fields:

- 5. Attorney Name (optional): A text input field.
- 6. Email-id (optional): A text input field.
- 7. Mailing Address For Correspondence (required): A text input field.
- 8. City (required): A text input field.
- 9. State (required): A dropdown menu.
- 10. Zip Code (required): A text input field with a hyphen separator.
- 11. Ex-Parte/Late Filed (optional): A checkbox.
- 12. Document Type (required): A dropdown menu with "COMMENT" selected.

Below the form is a button labeled "Send Cover Sheet to the FCC". The Windows taskbar at the bottom shows the Start button and several open applications: Novell-delivered..., CD Player - [00]..., Microsoft Word, and ECFS Comm... The system clock shows 1:22 PM.

Exhibit 3-2 ECFS File Submission Form 2 of 2

5. Attorney Name (optional)

Although it is optional to enter your attorney name, it will expedite the processing of your comments and may also aid you and others when searching/querying for comments. This field should be used if there is an attorney involved either as the sole filer or in assistance with filing the comments, in addition to the primary filer.

6. E-mail-id (optional)

Although it is optional to enter your e-mail address, it will assist the FCC in notifying you if there is a technical, computer-related problem with your filing.

7. Mailing Address For Correspondence (required)

Enter the mailing address of the correspondence selected in field number 2, "Mail Correspondence To."

8. City (required)

Enter the City of the correspondence selected in field number 2, "Mail Correspondence To."

9. State (required)

Select the State of the correspondence selected in field number 2, "Mail Correspondence To."

Note: International filers choose "DC" in the state drop-down list box.

10. Zip Code (required)

Enter the Zip Code of the correspondence selected in field number 2, "Mail Correspondence To."

Note: International filers enter "00000" in the zip code field.

11. Ex-Parte/Late Filed (optional)

Although it is optional to check this box, it will assist processing if the information is provided.

Note: It is the filer's responsibility to specify whether the comment being filed is Ex-Parte or Late Filed.

12. Document Type (required)

Click on either the field or the pull down arrow for the list of available Document Types. Use the mouse or press the Up or Down arrows on your keyboard to select a document type that accurately describes your filing. The most common document types used are "Comment," and "Reply to Comments." Please do not use the other document types unless you are familiar with them and they apply to your particular filing. (See Appendix A for a list of document types).

You now have completed the cover sheet. Click once on the button that reads, "Send Cover Sheet to the FCC" to send your comment.

Click "Return to the FCC Home Page" if you wish to browse through the FCC web site.